



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Weapon Policies and Procedures

Last Updated December 18,
2013



Agencies Involved in the Weapons Request Process

- Three Different Agencies Involved in the Process
 - U.S. Army Tank-Automotive and Armaments Command (TACOM)
 - DLA Distribution Center – Anniston
 - DLA Disposition Services LESO



Weapons Request Process

- Under construction



Weapons Transfer Process

- Request e-mail is to be sent from LEA to SC/SPOC in the following format.
 - Subject: OH_Germantown PD_MI_Polskaville PD_M16A1_15
 - Body of mail: Receiving agency information. Example: FT 20/PT 5.
 - Upon approval, agencies should submit all required ATF forms for approval.
 - Losing agency performs a Modify transaction in FEPMIS.



Weapons Turn-in

- One Page
- Instruction Page can be found on LESO Weapons Page
- Chief Executive Official and State Coordinator Signatures are Required
- Digital Signature Capability

**LAW ENFORCEMENT AGENCY (LEA)
WEAPON TURN-IN**

RETURNING AGENCY ID: _____

RETURNING AGENCY: _____

ADDRESS (No P.O. Box): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

LEA USE		LESO USE ONLY
TYPE OF WEAPON	SERIAL NUMBER	REQUISITION NUMBER

FOR LARGE QUANTITY TURN-INS, A SPREADSHEET CONTAINING THE SERIAL NUMBERS MAY BE CREATED AND SUBMITTED IN ADDITION TO THE WEAPON TURN-IN.

REASON FOR RETURN:

The Chief Executive Official and the State Coordinator, by signing, certifies that all information contained above is valid and accurate.

CHIEF EXECUTIVE OFFICIAL: PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

STATE COORDINATOR: PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

LESO USE ONLY

LESO OFFICIAL: PRINTED NAME: _____ DATE: _____

SIGNATURE: _____



Tribal Agencies

- Tribal Agencies are able to receive weapons through the 1033 Program
 - Agency must provide documentation that one officer has been deputized by the Bureau of Indian Affairs (BIA)
 - Once deputized, they are considered Federal Law Enforcement Officers and are issued a Special Law Enforcement Commission



ATF Forms 5 and 10

- ATF Form 10 (Registration Form)
 - All State and Federal Agencies are required to register M-16 and M-14 rifles with the Bureau of Alcohol, Tobacco, and Firearms (BATF)
- ATF Form 5 (Transfer From)
 - State and Federal Agencies transferring M-14 and M-16 Rifles, and M-79 Grenade Launchers to a new LEA are required to submit an ATF Form 5 to the BATF.
- Forms are required to be sent to the BATF
- It is the responsibility of the LEA to register weapons
- LEAs and State Coordinators must retain a copy for their records.
- **DO NOT SEND COPIES OF THE FORMS TO LESO**



Missing, Lost, and Stolen Weapons

- Chief Executive Official
 - Must report missing weapon to the State Coordinator's Office immediately by email or fax
 - Must ensure that every attempt is made to locate and recover the missing weapon within 72 hours of the initial report
 - If the weapon is not recovered, the agency will be suspended pending review
 - If the weapon is not recovered, the Chief Executive Official must report the missing weapon to all appropriate state and federal agencies (State Police, NCIC, BATF, etc.)
 - Must submit an Official Report detailing the events leading to the loss or theft of the weapon and the actions taken to locate and recover it
 - Must be on agency letterhead and signed by the Chief Executive Official
 - Must include results of internal investigation, a copy of the official police report, any digital photos taken, and verification that the missing weapon was entered into or reported to the appropriate agencies



Missing, Lost, and Stolen Weapons

- State Coordinator's Office
 - Must report the missing weapon to LESO within 24 hours of it being reported by the LEA
 - Must report if the weapon was not recovered within the 72 hours of the initial report
 - Must submit the LEA's Official Report detailing the events leading to the loss or theft of the weapon and the actions taken to locate and recover it
 - Must be on agency letterhead and signed by the Chief Executive Official
 - Must include results of internal investigation, a copy of the official police report, any digital photos taken, and verification that the missing weapon was entered into or reported to the appropriate agencies
 - Must be submitted to the State Coordinator's Office within 30 Days
 - Must include an endorsement signed by the Governor Appointed State Coordinator
 - Signature by the State Point(s) of Contact will not be accepted



Missing, Lost, and Stolen Weapons

- LESO
 - Must follow up with the State Coordinator after 72 hours of the initial report
 - Must report the missing weapon to TACOM if it is not recovered
 - TACOM will report the weapon missing in the DOD Small Arms Serialization Program (SASP) Database
 - Must make a determination within 30 Days of receiving the Official Report and the supporting documentation
 - Will determine action and length of LEA's suspension on a case-by-case basis
 - Will forward to the DLA Accountability Office Investigative Division for action
 - Will archive the serial numbers of the weapons that have been lost or stolen
 - Serial Numbers will remain searchable, but will not appear on the LEA's active inventory



Title 26, U.S.C. Section 5861(d) & (e)

- Machine Guns, Destructive Devices, and Other Firearms
 - It shall be unlawful for any person –
 - (d) to receive or possess a firearm which is not registered to him in the National Firearms Registration and Transfer Record; or
 - (e) to transfer a firearm in violation of the provisions of this chapter
- 10 year felony to possess these weapons without a license or to transfer them to an unlicensed person



Demilitarization and Destruction of Weapons

- LEAs are not authorized to Demilitarize or Destroy any weapons allocated through the 1033 or 1208 Programs
 - Non-Functioning and Damaged Weapons must be returned to the Anniston Depot
 - To Return Weapons the LEA must complete a Weapon Turn-in Request and forward to the State Coordinator for action
 - Serviceable Weapons Should be Transferred to another LEA
 - If an LEA cannot be found within your state, contact LESO we will find an LEA in another state



Weapons Allocation Limits

- Allocation limits changed as of June 2010:
- M-16 Rifles
 - Current allocation limit – 100%
- M-14 Rifles
 - Current Allocation Limit – 50%
- M1911 .45 Caliber Pistols
 - Current Allocation Limit – 100%
- Military Series Shotguns and M-79 Grenade Launchers (Available Through LEA to LEA Transfer only)
 - Current Allocation Limit – 10%
- Allocation Limits are based on the number of full-time and part-time sworn compensated officers.
 - NOTE: Reserve Officers do not count toward allocation limits

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